

Annexure 1 – Position Profile

Designation:	Land Management Officer (LMO) – Kangaroo Island
Reporting to:	Operations Manager – Kangaroo Island
Supervising:	From time-to-time staff, volunteers and a range of contractors who may assist in the execution of the duties listed below.
Based at:	Kangaroo Island, SA

Organisational context:

Working in partnership with Traditional Owners, pastoralists and governments, Australian Wildlife Conservancy's effective conservation programs and influence spans more than 12.9 million hectares. With a focus on practical land management, informed by science, AWC is implementing a dynamic new model for conservation.

AWC's mission- to deliver effective conservation for all native animal species and their habitats- is achieved by:

- **Operations-** delivering effective large-scale land management dealing with fire, feral animal control, weed control and infrastructure.
- **Science-** delivering ecological surveys with a focus on monitoring key conservation assets and threats, implementing conservation programs including reintroductions
- **Fundraising-** mobilising finance (primarily, tax deductible donations) from the general public and philanthropists including through effective communication of AWC conservation programs.

OneAWC is defined as 'a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders. A group of people who all understand AWC's mission, vision and their role in contributing to the achievement of mission and vision, all connected and working towards a common purpose, guided by a set of shared values'. The delivery of AWC's mission is highly reliant on all of AWC working collaboratively with each other.

Values of AWC:

AWC's work is directed at achieving our mission – the effective conservation of Australia's wildlife and their habitats – and is guided by the following values. At AWC, we are:

- **Respectful** – demonstrating care, recognition and integrity
- **Informed** – working together to acquire and apply evidence, knowledge and experience
- **Dedicated** – committed to delivering effective outcomes, with resilience and tenacity
- **Innovative** – applying creative thinking for effective solutions
- **Accountable** – taking ownership of our actions and outcomes
- **Sustainable** – delivering long-term financial and ecological viability

The central and south Australia region comprises of seven sanctuaries located across Northern Territory and South Australia. These properties: Buckaringa, Dakalanta, Yookamurra, Kalamurina, Kangaroo Island (SA) and Nehaven, Ngalarurtju (NT) they protect a diversity of threatened species and habitats. Each sanctuary has its own unique requirements for the management of fire, the control of invasive species, the restoration of ecosystems and the management of visitors.

The central and south Australia region has 16 full-time operations staff, 1 part-time staff, indigenous rangers and utilises volunteers for a range of projects. At Kangaroo Island staff (permanent and temporary), contractors, researchers, volunteers and students work together year round to ensure the delivery of programs.

Since the extensive wildfires during the summer of 2019/2020, AWC has been working with local conservation organisation, Kangaroo Island Land for Wildlife (KILfW), and concerned landholders, to help protect the critically endangered Kangaroo Island Dunnart and other threatened species.

Covering 440,000 hectares, Kangaroo Island is a renowned biodiversity hotspot, and natural haven for several threatened and endemic species, and is best known for its rugged landscapes and close encounters with native wildlife.

AWC and KILfW protected the Kangaroo Island Dunnart by establishing a safe haven within a feral cat-proof fence in the Western River area of Kangaroo Island. The refuge offers respite for many other fauna & flora recovering after the fires, including the Kangaroo Island Echidna, Bassian Thrush, Western Whipbird, Heath Monitor, Southern Emu-wren and Southern Brown Bandicoot.

AWC is seeking an experienced Conservation Land Management Practitioner, to be based on Kangaroo Island, to support the Kangaroo Island project in a range of conservation land management, asset and infrastructure programs.

The successful applicant, with the guidance and support of the Kangaroo Island Operations Manager, will be responsible for delivering the day-to-day activities. As such, the candidate will require knowledge of and be able to demonstrate experience in the delivery of land management programs including feral animal control, weed and fire management.

The Kangaroo Island Land Management Officer covers a broad range of tasks including asset and infrastructure maintenance. As such, practical skills in relation to asset and infrastructure repair and maintenance, and the ability to use, a wide range of plant and equipment is essential.

You will need to be capable of working with a wide range of stakeholders including private landholders, land managers, scientists, students, volunteers, visitors, neighbouring landholders, government officials.

Other key positions in the Central South Region

The Kangaroo Island Land Management Officer reports directly to, and supports, the Kangaroo Island Operations Manager.

- *Western River refuge is involved with a number of key stakeholders:*
 - *The property owners*

- *Terrain Ecology (providers of ecological services on site)*
- *Kangaroo Island Land for Wildlife*
- *Neighbours*

The Land Management Officer will also liaise closely with other staff on other AWC CS properties, and may be asked to travel and work at these sites periodically:

- *Assisting with land management tasks such as fire*
- *Administration & Operations Support Manager (CS) who administers operations, administration and logistics;*

Critical Competencies:

1. A broad knowledge of trades (building, mechanical, fencing, plumbing, welding & electrical) is desirable, including the ability to carry out routine tasks and maintenance.
2. Demonstrated practical skills in relation to asset and infrastructure repair and maintenance including skills relevant to:
 - a. Implementation of the approved asset and infrastructure maintenance program (building, fencing, roads etc).
 - b. Ability to use a wide range of plant and equipment including carrying out routine mechanical repairs to:
 - i. 4WD's, All terrain vehicles, back hoes, tractors etc;
 - ii. Small motor maintenance: Generators, pumps etc; and
 - iii. Power tools including chainsaws, welders etc.
 - iv. Firearms
 - v. Fire-fighting and weed spraying equipment
 - c. General infrastructure projects including construction, earth works, fencing and building.
3. Knowledge of practical land management programs including:
 - a. Fire management;
 - b. Weed control programs; and
 - c. Feral animal control programs.
4. Understanding of and interest in Australian ecology and conservation issues.
5. Excellent stakeholder engagement and people management skills, including staff and contractor management and volunteer supervision
6. Understanding of ecological research and experience (desirable) with field techniques.
7. Demonstrated planning and organisational skills, including an ability to prioritise and execute a large number of tasks in an efficient manner.
8. The ability to improvise and problem-solve, developing practical solutions with limited resources.
9. Willingness and ability to work as part of a small team or independently without supervision.
10. Ability to use standard business software packages (Excel, Word and email) is essential.

11. Experience of working and living in a rural/remote area.

Qualifications:

1. Relevant trade/ TAFE qualification (desirable).
2. Practical experience in delivering ‘on-ground’ results and a willingness to turn a hand to most tasks will be highly regarded over formal qualifications.

Licenses & Certificates:

1. A current *valid* Australian (or internationally recognised) manual driver’s licence, with experience in 4WD/off-road conditions is essential.
2. Experience (and relevant licences) in operating agricultural machinery such as tractors and backhoes (desirable).
3. Bushfire control training and experience (desirable).
4. Current first aid certificate, senior and/or remote first aid (desirable).
5. Firearms experience and current licence (desirable).
6. National police clearance certificate.

Inherent requirements of the role:

The working environment is outdoors and often in the extremes of weather. The position can be physically demanding when undertaking field/operational tasks, and will require muscular activity including lifting, and carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. The successful applicant must be physically and mentally capable of performing these activities in order to carry out the inherent role responsibilities.

Responsibilities: Under the direction of the Kangaroo Island Operations Manager and Management, or in their absence, the direction of the CS Operations Manager, undertake the following activities. The majority of these activities will be undertaken in collaboration with other staff at Kangaroo Island.

<p>1. Establish and/or review sanctuary plans and processes</p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none">• Support the Operations Manager in a review/maintenance of:<ul style="list-style-type: none">○ Sanctuary assets and infrastructure (i.e. condition, repairs required, new equipment etc.);○ Safety procedures at Kangaroo Island;• As requested by the Operations Manager assist with preparation of Operational plans and budgets.• Under the direction of the Operations Manager, implement the Operational plans and report on progress• Maintain established relationships with neighbors, suppliers and other local stakeholders.
<p>2. Maintain sanctuary assets and infrastructure</p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none">• Ensure the inventory of assets and infrastructure is maintained, including the insurance asset list, per the approved AWC procedure.

- Undertake maintenance of assets and infrastructure per maintenance schedule, to:
 - Buildings and associated services such as waste management;
 - Roads, fire-breaks etc.;
 - Fence removal; and
 - Ground maintenance.
 - Basic maintenance of plant, small motors and vehicles
 - Regular maintenance of feral predator exclusion fence
- Record all maintenance activity, including recording the use and replacement of assets such as fuel, equipment and maintenance supplies.

3. Land management & research activities

Key activities and responsibilities:

- In accordance with Operational plans, implement key land management and conservation programs including:
 - Feral animal control
 - Undertake cat (feral predator) trapping
 - Implement approved culling/control programs per approved AWC procedures (with use of firearms);
 - Keep detailed records, per approved AWC procedure;
 - Weed control
 - Use chemical, mechanical and manual weed control to manage site weeds;
 - Maintain chemical store;
 - Ensure the storage and use of hazardous materials and equipment is consistent with accepted safety standards; and
 - Ensure anyone under your supervision using chemicals is adequately trained (and appropriately licensed where required by relevant legislation) in their use;
 - Fire management
 - Undertake fire training to ensure you are competent in the use of firefighting equipment; and
 - If directed, undertake controlled burning per plan, fire scar data collection, assisting with pre fire season preparations and wildfire suppression.
 - Other land management duties as required.
 - As directed, assist in research and monitoring programs at Kangaroo Island. Participating in and providing support to scientific staff conducting surveys.
 - Assisting with land management tasks on other AWC sites
 - Assist in reporting on AWC's land management strategies

4. Improvement, installation and planning of new infrastructure and assets

Key activities and responsibilities:

- Support the Operations Manager with site management:
 - Organising the purchase and ordering of new assets in accordance with AWC's purchasing policies and budget constraints; and
 - Where appropriate, construct and establish new infrastructure.

<p>5. Administration, finance and reporting</p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Ensure that all expenditure is in accordance with AWC policies and procedures. • Ensure all required records and paperwork are retained and, as necessary, submitted to the AWC finance department.
<p>6. Supervision of staff, volunteers and contractors</p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • As required, supervise: <ul style="list-style-type: none"> ○ Other staff; ○ Contractors; and ○ Volunteers/students. • Assist with the induction and supervision of guests, students and volunteers. • Provide appropriate safety induction (i.e. Conditions of Entry, check in and out procedures etc.) to visitors. • Ensure all relevant policies are complied with in relation to visitors, volunteers and contractors including (but not limited to) occupational health and safety. • Notify the Operations Manager immediately of all incidents, accidents or near misses and ensure necessary reports are filled out and submitted per the approved AWC policies and procedures within the designated timeframes.
<p>7. Safety and Risk Management</p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Support the Operations Manager with risk assessments and reviewing the risk management operations at Kangaroo Island. These must aim to protect the health and safety of everyone at Kangaroo Island including you, staff, contractors, volunteers and visitors, as well as minimising public liability risk. • Implement and comply with the provisions of management plans. In particular: <ul style="list-style-type: none"> ○ Ensure the storage and use of hazardous materials and equipment is consistent with accepted safety standards. ○ Ensure that any staff, volunteers or contractors for which you have supervisory responsibility, have undertaken adequate training before they use plant, equipment, tools and/or vehicles. ○ Ensure incident reports (including near miss reporting) are completed in a timely manner per AWC policies and procedures. ○ Maintain a working knowledge of AWC's Safety policies and procedures and regularly review any updates via the AWC intranet.
<p>8. Undertake other tasks, as required</p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • As required by the Operations Manager, undertake other specified tasks at Kangaroo Island and/or other AWC sanctuaries. • Champion the AWC values. • Comply with all AWC policies and procedures.